

# **A/AS LEVEL APPLIED INFORMATION & COMMUNICATIONS TECHNOLOGY 9713**

## **Unit 8: Software Selection**

### **Recommended Prior Knowledge**

Students will require a basic knowledge of ICT systems, from the theory Unit 1 (ICT systems including portable communication devices). It is important that students understand the importance of selecting the most appropriate software for any particular task. In preparation for this module it is recommended that the material from IGCSE IT (syllabus 0418) has been covered, especially sections 9 to 16 which are the practical units.

### **Context**

This sub-unit can be studied on its own, or in conjunction with other practical units. It is recommended that this unit is studied before the other practical units. It is also recommended that the practical skills of selecting the most appropriate software for a task are reinforced in all subsequent practical units by allowing students a free choice of software for each task or exercise set. The possible use of each type of application package could be used as an introduction to, or taught alongside theory Unit 2 (How organisations use ICT – Part 1).

### **Outline**

This sub-unit covers the following areas:

- understanding which software package is the most appropriate for a given task and why
- selecting the most appropriate software package for a given task.

<b>AO</b>	<b>Learning outcomes</b>	<b>Suggested Teaching activities</b>	<b>Learning resources</b>
8a	Select software	Give the students a list of the application package names (generic names), the students need to identify the vendor/package names of software that they use in their centre and match these to the generic names.  Teach the features of each application package.  Teach the possible uses for each application package.	<b>9713 Resource 8a</b>  <b>9713 Resource 8a</b>  <b>9713 Resource 8a</b>

Give task cards in small groups to discuss the most appropriate application package to use as a solution.

**9713 Resource 8a**

Tutor preparation required:

- task cards which identify the background information on a task to be undertaken. These should include a variety of tasks both in school/college and tasks in the 'real world'. Tasks may be real or realistic.

**Resource 8a**

Minimum list of applications packages for Unit 8. This is not an exhaustive list. Please add other applications packages to this list if they appear on the students desktop / menu system.

Word processor  
Desktop publisher  
Web browser  
Web editing software  
Text editor  
Spreadsheet  
Database  
E-mail software  
Presentation authoring software  
Bitmap graphics  
Vector graphics  
Charting package